

Recreation Leader

Seasonal – March 1 to November 1

Opening Date: Continuous Opening

Salary Range: \$13.69-15.00/hour

NATURE OF POSITION

Oversee and interact with children in a fun and positive manner while conducting sports and enrichment programs. Observe and enforce safe behaviors while maintaining a high standard of professionalism and excellent customer service to all visitors and participants.

SUPERVISION RECEIVED

General direction and oversight are provided by the Recreation Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Employees of the City of Walla Walla are expected to model and foster the City's core values:
Customer Focus - Excellence - Stewardship - Communication - Leadership - Integrity
2. Comply with the City of Walla Walla's work safety standards and procedures.
3. Administer first-aid and follow standard procedures to prevent the spread of blood borne pathogens.
4. Respond quickly to rescue and emergency situations.
5. Prepare and set-up equipment prior to the start of each shift.
6. Wear a uniform (Staff shirt).
7. Attend all mandatory trainings, complete accurate reports of behavior issues, accidents, and incidents.
8. Prepare to organize art, crafts, games, physical activities, sports, and educational programs to youth.
9. Provide appropriate correction participants.
10. Perform general paperwork duties such as lunch forms, sign in and out sheets, and corrective action sheets as needed.
11. Facilitate the placement including set up, breakdown and storage of gear, shade, and safety cones.
12. Respond to inquiries and complaints from the public and provide information as appropriate.

OTHER JOB FUNCTIONS

1. Demonstrate punctual, regular and reliable attendance which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions and recommend improvements in support of departmental goals.
5. Provide assistance to staff and higher-level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
6. Perform other duties as assigned.
7. Respect the value of diversity in the workplace and the community.

KNOWLEDGE, SKILLS AND ABILITIES

- First Aid and CPR to ensure they can offer help if an issue arises.
- Understand and follow oral and written directions.
- Ability to respond appropriately to an emergency situation.

- Knowledge of location of park or school.
- Interest and experience in working with kids in a caring and patient manner.

TOOLS AND EQUIPMENT USED

Sports equipment, craft supplies, and game supplies.

PHYSICAL DEMANDS

Sitting and standing for extended periods of time; seeing, hearing, and speaking to exchange information; repetitive hand movements; intermittently stand, walk, kneel down, stoop, bend at the waist and lift up to 40 pounds.

WORK ENVIRONMENT

Work is performed in all types of weather conditions and around children, noise, and distractions.

REQUIRED MINIMUM QUALIFICATIONS

Must be 14 years of age; background check completed.

DESIRED QUALIFICATIONS

CPR and First Aid. Bilingual in Spanish.

APPLICATION AND SELECTION PROCEDURE:

A completed City application and resume are required to apply. Applications may be found on the Human Resources page of the City of Walla Walla website: wallawallawa.gov.

Applicants whose experience most closely meets the requirements of the position will be invited to continue in the selection process which will consist of an oral panel interview, reference inquiries and a criminal background check. Completed application packages can be mailed to:

**CITY OF WALLA WALLA-HR
15 N. Third Avenue
Walla Walla, WA 99362**

Email to hr@wallawallawa.gov or faxed to (509) 524-7935.

REASONABLE ACCOMMODATION: The City of Walla Walla will provide reasonable accommodation to disabled applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

***EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT EMPLOYER
THE CITY OF WALLA WALLA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN,
GENDER, SEXUAL ORIENTATION, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF
SERVICES.***

MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.